



DUTY STATEMENT

POSITION INFORMATION

Classification Title	Conservancy Project Development Analyst II
Position Number	415-001-4809-009
CB Identifier	R01
Working Title	Reimbursement Program Coordinator
Division / Unit	Field Operations & Grants / Grants & Reimbursements
Incumbent Name	
Working Location	Auburn, CA
Supervisor/Manager	Grants & Reimbursements Manager
Tenure	Permanent Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	Yes

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.

GENERAL DESCRIPTION

The reporting location for the Conservancy Project Development Analyst II (CPDA II) position is at the Sierra Nevada Conservancy (SNC or Department) Headquarters Office located in Auburn, CA. Working under direction of the Grants & Reimbursements Manager, the CPDA II performs a variety of research, complex analytical, interpretive, coordination, and development activities as necessary for the administration of reimbursement funding agreements. The incumbent is responsible for organizing and coordinating these funding programs through the application of guidelines, policies, and processes for the distribution and administration of various federal and state funds. The position will require frequent travel throughout the Sierra Nevada Region.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

45% (E) – Coordination of SNC Reimbursement Program

Develops and implements program action plans for reimbursement agreements, such as the Community Development Block Grant National Disaster Resilience Grants (CDBG-NDR), Greenhouse Gas Reduction Fund Grant(s) and Fire Settlement Funds.

- Works with local, state, federal, tribal, and nonprofit stakeholders, including the California Department of Housing and Community Development, CAL FIRE, and United States Forest Service to capture specific actions and incorporate them into implementation plans.
- Communicates regularly with project partners and stakeholders to solicit feedback and provide updates on project implementation. Identifies key milestones necessary to ensure successful project implementation.



- Under the direction of the Grants and Reimbursements Manager, is responsible for difficult, complex, or sensitive assignments that have higher visibility and public interest or involvement, or higher sensitivity due to the presence of difficult regulatory issues or a need to coordinate a number of partners.
- Coordinates project work between sub-grantees/contractors, project partners, and stakeholders. Assists in designing and implementing project activities to meet goals and objectives of the funding programs. Assists partners in complying with environmental rules and regulations. Provides assistance to sub-grantees and project partners. Identifies and pursues additional funding sources to match grant funds as needed.
- Anticipates and proposes changes to the plans and brings recommendations to management for approval. Incorporates approved changes into program documents (guidelines and procedures). Collaborates with funding agencies to ensure that the grant efforts are carried out in compliance with all state and/or federal requirements.
- Tracks tasks and deliverables for each funding source and completes all required reporting and financial management to meet requirements of various funding sources.
- Maintains digital records and the SharePoint site established for the program. Develops and maintains assigned SharePoint pages to allow for reporting and tracking of grant and reimbursement funds. Works with staff as needed to create and/or modify database functionality and reporting in conjunction with Information Technology staff. Maintains project files to consistent standards.

45% (E) – Development and Implementation of SNC Reimbursement Sub-Agreements

Identifies and develops scopes of work, deliverables and timelines, budget details, sub-agreement documents, and requests for proposals for work to be completed in order to meet the mandates of the various funding programs.

- Follows state and federal contracting processes per guidelines outlined in the State Contracting Manual and the federal Office of Management and Budget (OMB) guidelines and regulations.
- Corresponds verbally and in writing with grant fiscal agents, project partners, contractors and sub-grantees. Ensures each sub-grantee or contractor develops deliverable timelines and oversees those established timelines to ensure all program priorities are fulfilled as required by the sub-agreement. Works with sub-grantees/contractors to develop, track, and report project metrics.
- Oversees expenditures and works with SNC administrative staff to receive, review, approve, and input invoices into the reporting system. Tracks tasks and deliverables for each approved project, and reviews and approves all work completed by sub-grantees and contractors. Tracks contract/grant expenditures by various local, state, and federal agencies. Provides reports to management, funding agencies and other project partners through weekly phone calls, accomplishment reports, and annual performance reports.
- Audits program files and performs project site visits to ensure appropriate tracking and reporting by sub-grantees/contractors. Identifies potential areas of concern and



develops remediation plans. Works with sub-grantees/contractors throughout the duration of the project to meet deliverables set in the applicable agreements.

5% (E) – Public Outreach

Represents SNC as appropriate at meetings with partners and related to the reimbursements program. Assists SNC staff and partners with project development as related to the reimbursements program.

5% (M) – Miscellaneous Activities

Responds to general calls and emails, attends and presents at staff and quarterly Governing Board Meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings.

SUPERVISION RECEIVED

The CPDA II is supervised by the SSM I Grants & Reimbursements Manager but may receive assignments from other members of the management team.

SUPERVISION EXERCISED

None.

ATTENDANCE

Must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs. Must travel to SNC field offices, grant sites, Sacramento, and other sites as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from Class Specifications)

Knowledge of: Public relations policies and strategies to effectively communicate, respond to, and maintain good relations with the public, stakeholders, media, and others to support Department programs and projects; natural resources concepts, terms, and processes; and relationships between local, regional, state, federal, private agencies, and organizations.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team leader; and appear before SNC Board and other committees.

OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.



WORK ENVIRONMENT

The duties of this position are performed primarily indoors in a modern office environment. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Occasional lifting, carrying, and/or moving up to 25 pounds may be required. Travel is required (including driving or riding in a vehicle); incumbent may be outdoors, occasionally walking on uneven terrain and working in inclement weather, when required to attend site visits. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

Duties of this position are subject to change and may be revised as needed or required.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)

Employee Printed Name _____

Employee Signature _____

SUPERVISOR ACKNOWLEDGEMENT

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Employee Printed Name _____

Employee Signature _____